



Republic of the Philippines
Department of Education
CARAGA REGION



June 04, 2020

REGIONAL MEMORANDUM

No. 242, s. 2020

To: Schools Division Superintendents
Division Records Officers
Concerned School Records In-charge
This Region

WEBINAR-WORKSHOP ON DEPED CARAGA CONTEXTUALIZED
RECORDS MANUAL

1. The Records Unit of the Regional Office will conduct a Webinar-Workshop on DepEd Caraga Contextualized Records Manual on June 23-25, 2020 through Microsoft Teams.
2. The webinar-workshop aims to capacitate the participants on the legal mandates related to records management and to finalize the draft of the contextualized manual.
3. Participants of the said activity are the members of the Technical Working Group (TWG) specified in the previously issued Regional Memorandum no. 212, s. 2020 "*DepEd Caraga Contextualized Records Manual*".
4. Internet connectivity allowance worth Two Hundred Pesos (P200.00) per day will be provided to participants who are on work-from-home arrangement. Regional Office participants will be provided with meals and snacks charged against ASD funds.


FRANCIS CESAR B. BRINGAS, CESO IV
Regional Director

Encls.: Activity Matrix, Program
Reference: RM no. 212, s. 2020
To be indicated in the Perpetual Index
under the following subjects:

CONTEXTUALIZED MANUAL

RECORDS

WEBINAR

REC/mcao
06/04/2020



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Activity MatrixJune 23, 2020 (Day 1)

Time	Activity/Topic	Speaker/Facilitator
8:00-8:15 am	Preliminary Activity	Moderator
8:15-9:00 am	Opening Program	Moderator
9:00-9:30am	Ease of Doing Business	Elizalde G. Bernalez Special Investigator III Legal Unit, Regional Office
9:30-9:45am	Open Forum	
9:45-10:15am	Freedom of Information	Speaker from DepEd National Capital Region
10:15-10:30am	Open Forum	
10:30-10:45am	Break	
10:45-11:30am	Data Privacy Act	Joel B. Rosales Chief Administrative Officer Administrative Division, Regional Office
11:30-12:00nn	Open Forum	
11:2:00-1:00pm	Lunch Break	
1:00-1:10pm	Ice Breaker	
1:10-1:40pm	DO no. 48, s. 2017 (Policy and Procedural Guidelines on the Certification, Authentication and Verification of Basic Education School Records)	Mary Christine A. Odtojan Regional Records Officer Administrative Division, Regional Office
1:40-1:55pm	Open Forum	
1:55-2:30pm	Records Disposal	Representative from National Archives of the Philippines (NAP)
2:30-2:45pm	Open Forum	
2:45-3:00pm	Break	
3:00-3:00pm	Orientation on the Workshop on the Crafting of Contextualized Manual	Mary Christine A. Odtojan Regional Records Officer Administrative Division, Regional Office
3:00-5:00pm	Review and feedback gathering of the draft manual	Google Form

June 24, 2020 (Day 2)

Time	Activity	Speaker/Facilitator
8:00-8:15am	Preliminary Activities	Moderator
8:15-12:00nn	Editing of the draft manual, incorporating the feedbacks gathered	Per Group
12:00-1:00pm	Lunch Break	
1:00-1:15pm	Ice Breaker	Per Group
1:15-5:00pm	Finalization of the Draft Manual	Per Group

Attachment no. 1 of RM no. 242, s. 2020

June 25, 2020 (Day 3)

Time	Activity	Speaker/Facilitator
8:00-8:15am	Preliminary Activities	Moderator
8:15-12:00nn	Presentation of Outputs	Per Group
12:00-1:00pm	Lunch Break	
1:00-1:15pm	Ice Breaker	Per Group
1:15-5:00pm	Steps forward	Mary Christine A. Odtojan Regional Records Officer Administrative Division, Regional Office

Attachment no. 2 of RM no. 242, s. 2020

Program

Opening Prayer	Perlita Manginsay Records Officer, Butuan City Division
House Rules	Menchie L. Salang Records Staff, Regional Office
Presentation of Participants	Mary Christine A. Odtojan Records Officer, Regional Office
Statement of Purpose	Meriam C. Dela Rita Supervising AO, Regional Office
Opening Message	Joel B. Rosales Chief AO, Regional Office
Message	Francis Cesar B. Bringas Regional Director
Message	Robert M. Agustin Director on Administrative Service
Presentation of Gawad Agad Awards	Mary Christine A. Odtojan Records Officer, Regional Office

Moderator: **Estrella Cabanto** - Records Officer, Bislig City Division